

# MAIN HRS

## *DCDS Reports*

---

### **Batch Reports - B** **HR-402 - Suspended Transactions by Employee**

---

<b>Purpose:</b>	The Suspended Transactions by Employee report provides a summary of all transactions that have suspended (not gone to R★STARS) listed by employee. The minimum data required to be entered is department, agency, batch date, report start date, next run frequency type, next run frequency value, and printer destination.
<b>Frequency:</b>	As requested.
<b>Distribution:</b>	The report is available to DCDS users who have been granted the appropriate security.
<b>Sequence:</b>	Department, Agency
<b>Media:</b>	The report is printed at the designated printer.
<b>Retention:</b>	Per Department Policy. .
<b>Information:</b>	<p>A. The Suspended Transactions by Employee report is accessed through the <u>R</u>eports, <u>B</u>atch, <u>B</u> - Suspended Transactions by Emp items on the menu bar.</p> <p>B. The following detail is displayed:</p> <ul style="list-style-type: none"><li>■ Name</li><li>■ Social Security Number (SSN)</li></ul>

---

*State of Michigan*

---

# MAIN HRS

## *DCDS Reports*

---

### **Information:** *(Continued)*

- Position Number
- Transaction Identification
- Appropriation Year (AY)
- Coding Block Elements
- Object Code (OBJT)
- Transaction Amount
- Error Code
- Error Message
- Total for each Employee
- Total Amount for all Employees

- C. The Suspended Transactions by Employee report is processed nightly and printed at the destination printer identified by the user.
- D. The Report Status screen provides the status of reports requested. A “P” displays in the Status field to indicate that the report has been printed. The Report Status screen can be accessed through the Reports, Batch, D - Status Report items on the menu bar.
- E. Transactions suspend for many reasons, such as having an invalid coding block element or if the appropriation object code range does not include payroll object codes. For example, if an index is invalid and DCDS sends a transaction to R★STARS with a coding block that contains that invalid index, the transaction will suspend.
- 

*State of Michigan*

---

# MAIN HRS

## DCDS Reports

The screenshot shows a software window titled 'DCDS' with a menu bar (File, Edit, Options, Functions, Params, Reports, Window, Help) and a sub-window titled 'Report Request'. The main area is titled 'Suspended Transactions by Employee' and contains the following fields:

- Department: 01 (dropdown)
- Agency: 01 (dropdown)
- Batch Date: 09/25/1996
- Report Start Date: 09/26/1996
- Next Run Freq Type: Daily (dropdown)
- Next Run Freq Value: 25
- Destination: Central Printer

At the bottom right are 'OK' and 'Close' buttons. The status bar at the bottom left says 'Ready'.

### Report Request Screen

To display the Report Request screen for Suspended Transactions by Employee report, select the Reports menu item from the Menu bar and click on the Distribution (Batch) menu item. From the cascading menu, click on B - Suspended Transactions by Emp menu item.

The Report Request screen displays when the menu items are selected. The Report Request screen allows users to enter the appropriate criteria to request the Suspended Transaction by Employee Report.

Enter the Department, Agency, Batch Date, Report Start Date, Next Run Freq. Type, Next Run Freq. Value, and Destination. To select all department or agencies, click on **AL** from the department or agency dropdown.

The Report Pre-View screen displays the Report on-line. The printed report is displayed on the next page.

# MAIN HRS

## DCDS Reports

### HR-402 - Suspended Transactions by Employee

ZA09402Z01		2	HR - 402		MAIN HUMAN RESOURCE SYSTEM								RUN DATE: 02/02/2000		
LABOR DISTRIBUTION – SUSPENDED TRNSACTIONS BY EMPLOYEE												PAGE 1			
DEPARTMENT: 07 DEPARTMENT OF MANAGEMENT & BUDGET												PP END DATE: 01/22/2000			
AGENCY:		01 CENTRAL OFFICE										PROCESS DAY: 4			
NAME		SSN		POSITION NUMBER											
TRANSACTION IDENTIFICATION		AY	INDEX	PCA	GRANT	PH	AG1	PROJ	PH	AG2	AG3	MULT1	OBJT	TRANSACTION AMOUNT	
ERROR CODE		ERROR MESSAGE													
FLINTSTONE, FRED		590-00-0000		07-40-72-33-03-00-010											
591 01/10/2000 J 401		00063	97	ERROR										4691	41.22-
E 10149:		INDEX CODE INVALID													
591 01/10/2000 J 401		00063	97	ERROR										4691	254.20-
E 10149:		INDEX CODE INVALID													
*EMPLOYEE		FLINTSTONE, FRED		590-00-0000											295.20-

State of Michigan

Issue Date: March 26, 2001

Page: 4  
Section 16.32: Batch  
Suspended Transactions by Employee Report